

**DISPLAY SCREEN EQUIPMENT****Regulations:**

The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks in VDU work by ensuring that workplaces and jobs are well designed.

The Regulations apply where staff habitually use VDUs as a significant part of their normal work. Other people, who use VDUs only occasionally, are not covered by the requirements in the Regulations (apart from the workstation requirements). However, their employers still have general duties to protect them under other health and safety at work legislation.

Employers have to:

- 1) Analyse workstations, and assess and reduce risks
- 2) Ensure workstations meet minimum requirements
- 3) Plan work so there are breaks or changes of activity
- 4) On request arrange eye tests, and provide spectacles if special ones are needed
- 5) Provide health and safety training and information

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Carrying out a self-assessment**STEP 1:**

Go to Estates Health and Safety Page and click on "Estates Services—DSE Self Assessment" Icon.

STEP 2:

In the top boxes on the self assessment page please enter/ select the following:

- A.) Your Name
- B.) The Location of your Workstation
- C.) The Date on which you are completing the self assessment

STEP 3:

Carry out the self-assessment form completing all questions.

STEP 4:

Enter additional comments on your workstation in the allotted box at the bottom of the page

STEP 5:

Send the completed form by clicking: Submit

STEP 6:

You will receive a copy of your completed assessment via email. If any concerns are raised then a DSE assessor will contact you to discuss these.

You will receive advice sheets on any issue that can be resolved by simply being provided with the necessary information.